



This is an appeal request to evaluate a staff interpretation, determination, or decision and shall be heard by a Hearings Official. The Hearings Officials' decision may affirm, reverse, or modify the original decision and is not a request for relief from code requirements or administrative rules. Please complete the following form and provide the required information.

1. Type of request being appealed: (check one)

- | | |
|--|--|
| <input type="checkbox"/> Zone Variance | <input type="checkbox"/> Permit/License Revocation |
| <input type="checkbox"/> Sign Variance | <input type="checkbox"/> Permit/License Denial |
| <input type="checkbox"/> Civil Penalty Fine | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Code Interpretation | |

2. Attach a copy of the decision or action being appealed (if applicable).

3. File number being appealed (if applicable): _____ Date of decision _____

4. If appeal of civil penalty fine, list date(s) civil penalty fine was issued: _____

5. Date of filing appeal: _____

6. Please submit a written statement addressing all of the following:

- The nature of determination being appealed;
- The reason the determination is incorrect; and
- What the correct determination of the appeal should be.

Acknowledgement

I (we), the undersigned, hereby acknowledge that I (we) have read the above appeal form and its attachments. I (we) understand the requirements for filing an appeal of a city staff decision, and state that the information supplied is as complete and detailed as is currently possible to the best of my (our) knowledge.

Appellant _____
(Print Name)

Representative _____
(Print Name)

Signature _____

Signature _____

Address _____

Address _____

Telephone _____

Telephone _____

Note: Please read the information on the back of this form prior to filing an appeal.

To the Appellant:

This appeal form should be filled out completely and returned to Land Use staff at the Permit and Information Center located at 99 W. 10th Ave, Eugene, OR 97401. You must file a complete appeal within 12-15 days after the date of notice of action, refer to the notice for the official appeal deadline.

When you prepare your written statement to be filed with the appeal form, you should emphasize those factors that you believe City staff has either not taken into consideration or incorrectly applied or interpreted. New evidence that was not presented to City staff at the time of the original decision may not be considered by the Hearings Official. Appeal hearings will be based on the record.

After the appeal has been filed, a hearing will be conducted by the Hearings Official. This hearing is typically in one of the conference rooms at the Permit and Information Center. In attendance will be representatives of the City of Eugene, the appellant and/or representative, and anyone else you wish to bring with you. You may have an attorney assist you, if you so desire. If you choose to have an attorney, you will be responsible for the attorney's fee.

Unless the appellant and City agree to a longer time period, an appeal shall be heard within 30-45 days of receiving the appellant's notice of intent to appeal. A decision is made within 10-15 days after the appeal hearing. Nearly all appeals must be accompanied by a fee. Here's the fee schedule:

\$250* Appeal from decision of City Manager or designee under Chapters 3, 6, 8, and 9 of the Eugene Code, 1971.

\$250* Appeal from decision of City Manager or designee under Chapter 4, section 4.084, of the Eugene Code, 1971.

*No administrative fee charged.

Note: Appeal timelines vary with the code section and action. For more specific information, please contact Land Use staff at 541-682-8336 or at landuseinfo@ci.eugene.or.us. The Eugene Code can also be viewed online at www.eugene-or.gov/citycode.

Office Use:

Date Received: _____ Fee Paid: _____